

Essex Regional Retirement System Retirement Associate

The Essex Regional Retirement System is seeking a Retirement Associate. This is a temporary position which will be responsible for supporting the operations of the retirement system by performing a variety of functions. The wage for this position is \$75.00 per hour for a scheduled nineteen-hour week. This position is primarily on-site, with the potential for limited remote working.

Responsibilities Include:

- Preparation and processing of monthly warrants, such as the refund/rollover/transfer warrant, and any other warrants typically processed each month by the System on an as need basis;
- Preparation, calculation and processing of refund and prior non-membership service purchases;
- Organization of disability retirement applications, including the collection of medical records, as needed;
- The posting of retirement contribution deduction reports, and any other accounting related functions as needed;
- Assist with the submission of the Annual Appropriation Questionnaire to PERAC, if required;
- Support any year-end closing and any monthly, quarterly, or year-end tax reporting functions as needed;
- Provide training to System employees as needed on retirement related processes and procedures.

Qualifications for this position are:

- Experience managing or working for a Massachusetts public retirement board.
- Demonstrated knowledge of Massachusetts General Law Chapter 32.
- Excellent verbal and written communication skills.
- Experience with Word and Excel required, plus a working knowledge or experience with public pension software.

Retirement system office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. Workdays and hours for this position to be negotiated with the selected candidate.

Interested candidates should send their cover letter and resume to Charles E. Kostro, Executive Director, at ckostro@essexrrs.org. Only electronic submissions will be accepted for this position. This position will remain opened until filled.

The Essex Regional Retirement System is committed to a policy of Equal Employment Opportunity and does not discriminate against applicants or employees on the basis of race, color, religion, creed, marital status, sexual orientation, national origin or ancestry, ethnicity, gender, gender identity, age, pregnancy, disability or handicap, genetic information, military service or veteran's status or any other characteristic protected by law. A background and reference check may be performed.